
Aggarwal College Ballabgarh

The Annual Quality Assurance Report (AQAR) of the IQAC (2013-14)

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year

I. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

AQAR (2013-14)

Tel. No. with STD Code:

0129-2308348

Mobile:

9212086060

Name of the IQAC Co-ordinator:

Manoj Shukla

Mobile:

9871075456

IQAC e-mail address:

drmanojshukla1963@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

EC/66/RAR/117 dated 21-02-2014

*(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

1.5 Website address:

www.aggarwalcollege.org

Web-link of the AQAR:

<http://www.aggarwalcollege.org/AQAR/AQAR13-14.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B ⁺	75.50	2003	5 Years
2	2 nd Cycle	A	3.40	2014	5 Years
3	3 rd Cycle				
4	4 th Cycle				

AQAR (2013-14)

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

10/04/2009

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

AQAR of the college has been regularly uploaded w.e.f. 2009-10. This is first AQAR after college Reaccreditation

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) En eering H h Science Management

Others (Specify)

Computer Science, Electronics, 2 Vocational Programmes and 6 Add-on Courses

1.11 Name of the Affiliating University (*for the Colleges*)

Maharshi Dayanand University, Rohtak

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="Yes"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="No"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Vocational Programme	<input type="text" value="Yes"/>
UGC-COP Programmes (add-on)	<input type="text" value="Yes"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="15"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="6"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="28"/>
2.10 No. of IQAC meetings held	<input type="text" value="3"/>

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Regular monitoring of existing programmes
- Suggestions of various programmes for making teaching and learning more effective by using ICT tools
- To suggest programmes for faculty development
- To give innovative ideas for making NSS/NCC and other fora/ clubs/ societies/ associations more effective
- To review the result of each department and suggest remedial measures
- regular publication of Newsbook/ Newsletter

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Annexure 1(A) Attached ATR of IQAC meeting	
Annexure 1(B) : Annual Calendar	

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The management assured that all the programmes suggested by the IQAC will be implemented effectively with full financial assistance as and when required.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	06	01 (MA-Eco.)	06	-
UG	11	01 (B.Sc. NM S/F)	11	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	3	-	-	3
Others	-	-	-	-
Total	20	02	17	3
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

Under traditional courses the college gets curriculum from the M.D. University, Rohtak. However, for the add-on courses/certificate programmes, the concerned department prepares the syllabi and get it approved from Board of Studies, MDU Rohtak.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	20
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The HOD of different departments puts the required changes in syllabus and same is referred to concerned Board of Studies.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	57	37	18	0	2

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	4	9	18	-	-	-	20	-	42	9

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	9	32	-
Presented papers	9	34	-
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- From this academic session, Mock test have been introduced in every class every week to make teaching and learning participative, interesting and effective. In each test, students are asked to speak on any topic from the syllabus for 5 minutes, after that there is an interactive session among students without any interruption by the faculty. The concerned faculty gives comments at the end of each session. In some sessions, audio-visual film is also prepared is showed to the students so that they can improve upon themselves. To make the class test more effective, the concerned faculty give suggestions on the answer-sheets itself regarding deficiencies and improvement required.
- The Language lab created with the assistance from UGC, New Delhi is being utilized more effectively by making compulsory English language course for every student of the college.
- In order to give more exposure to students Industrial visits are organized regularly by department of Chemistry, History, Management and Computer Science. An educational tour to Udaipur, Rajasthan has been organized for girls' students.
- It is mandatory of every department to organize atleast one debate competition in every semester
- To sensitize students about various social issues like pollution, environment, women empowerment, AIDS awareness, female foeticide, etc. painting and slogan writing competitions are organized regularly.
- Faculty members are required to use audio visual aid in teaching.

2.7 Total No. of actual teaching days during this academic year 147

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) -

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 03

2.10 Average percentage of attendance of students 84.66%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	251	0.40%	9.16%	23.11%	-	32.67%
B.Com.	221	1.36%	47.52%	47.97%	-	96.83%
B.Sc. (NM)	71	2.82%	70.42%	16.90%	-	90.14%
B.Sc. (CS)	35	2.82%	65.75%	11.43%	-	80.00%
B.Sc. (Ele.)	29	2.82%	45.46%	31.03%	-	79.31%
B.Com (CA)	136	2.94%	80.88%	77.94%	-	80.88%
BCA	134	0.75%	71.64%	17.16%	-	89.55%
BBA	111	0.90%	17.11%	-	-	18.02%
BBA(CAM)	95	7.37%	92.63%	-	-	100.00%
M.Sc. (Physics)	20	5.00%	95.00%	-	-	100.00%
M.A. (Hindi)	35	-	100.00%	-	-	100.00%
M.Com	40	-	100.00%	-	-	100.00%
M.Sc. (Maths)	39	-	97.44%	-	-	97.44%
M.Sc. (CS)	35	-	100.00%	-	-	100.00%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

In order to evaluate the teaching learning process, the IQAC takes regular feedback from the students and teachers. In the meetings of IQAC, the college office submits the record of class test, students' attendance and past year university results. Sometimes, a few students from different classes are also invited to participate in the IQAC meetings. The IQAC thoroughly review the university examination results. This year a separate data has been prepared concerning the students getting 75% and above in professional courses and science classes and 60% and above in the Arts and Commerce sections. The basic objective of this practice is to find out such bright students whose performance can be improved more. Besides, the concern faculty will also be asked to improve the quality of result by bringing more students about the 75% marks.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher Courses	-
UGC – Faculty Improvement Programme	-
HRD Programmes	-
Orientation Programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	3

Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	4	2	-
Technical Staff	8	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC makes strenuous efforts to promote research activities and invigorate and motivate the faculty to participate in conferences and to publish research papers in journals of repute. Besides, IQAC has passed a resolution that atleast two conferences and two workshops must be organized in each academic year. The college has sent proposals in different institutions for financial assistance to organize the National/ International conferences.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	5	1	-
e-Journals	-	-	-
Conference proceedings	9	34	-

3.5 Details on Impact factor of publications:

AQAR (2013-14)

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP	<input style="width: 30px; text-align: center;" type="text" value="-"/>	CAS	<input style="width: 30px; text-align: center;" type="text" value="-"/>	DST-FIST	<input style="width: 30px; text-align: center;" type="text" value="-"/>
DPE	<input style="width: 30px; text-align: center;" type="text" value="-"/>			DBT Scheme/funds	<input style="width: 30px; text-align: center;" type="text" value="-"/>

3.9 For colleges

Autonomy	<input style="width: 30px; text-align: center;" type="text" value="-"/>	CPE	<input style="width: 30px; text-align: center;" type="text" value="-"/>	DBT Star Scheme	<input style="width: 30px; text-align: center;" type="text" value="-"/>
INSPIRE	<input style="width: 30px; text-align: center;" type="text" value="-"/>	CE	<input style="width: 30px; text-align: center;" type="text" value="-"/>	Any Other (specify)	<input style="width: 30px; text-align: center;" type="text" value="-"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences
organized by the Institution

Level	International	National	State	University	College
Number	-	03			
Sponsoring agencies		DGHE, UGC, ICSSR			

(03- Dept. of Physics, Dept. of Eco. and commerce, Dept. of Library)

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

1. NIIT, 2. National Skill Development Council of India,
3. SRS

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

3.22 No. of students participated in NCC events:

University level		State level	
National level	-	International level	-

3.23 No. of Awards won in NSS:

University level	32	State level	1
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	02	State level	-
National level	-	International level	-

3.25 No. of Extension activities organized

University level	01	State level	-
National level	-	International level	-

University forum	-	College forum	7		
NCC	02	NSS	06	Any other	-

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Participation in Independence Day Parade, Dussehra Ground and College level
- All the NCC cadets (34) attended camps one or more
- Awareness Rallies on Environmental, Voting for democracy and other Social issues by NSS Volunteers
- Helping the needy (orphanage and old age home) by providing them books, clothes, blankets and medicines
- Adopting slum area of Patel Nagar (Sec. 4, Faridabad)
- Helping administration in making Voters' ID cards and ADHAR cards by NSS
- Helping administration in Traffic Police by NSS Volunteers.
- The college cultural troop was invited by Govt. of India to represent Haryana State at IITF-2013 and honoured by H'ble Chief Minister Sh. Bhupender Singh Hooda.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	32375 sq. mtrs.	-	-	32375 sq. mtrs.
Class rooms	56	-	-	56
Laboratories	16	-	-	16
Seminar Halls	3	1	UGC	4
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

The administration office is already fully automated. All the activities are performed by using software. All the three offices of the college are working on LAN and there is a centralized server to keep the communication effective and efficient. The WiFi facility is also being utilized by the college office.

The college libraries, in all three wings, are connected centrally. All library transactions are performed online using Koha Software. Open access and OPAC facility are also maintained by the library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	96936	17330199	1883	616467	98819	2349486
Reference Books	6127	3057373	231	130648	6358	3188021
e-Books	NLIST	-	-	-	-	-
Journals	61	129085	44	87984	105	217069
e-Journals	NLIST	-	-	-	-	-
Digital Database	NLIST	-	-	-	-	-
CD & Video	108	22975	-	-	108	22975
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	550	500	220	14	02	22	23	03
Added	-	-	-	04	01	-	-	-
Total	550	500	220	18	03	22	23	03

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

SLT Class room (via Satellite)

4.6 Amount spent on maintenance in lakhs : (2013-14)

i) ICT	5.25	5,24,487.00
ii) Campus Infrastructure and facilities	56.86	56,85,799.00
iii) Equipments	28.84	28,84,249.00
iv) Others	251.21	2,51,20,669.00
Total :	342.15	3,42,15,204.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

In every meeting of IQAC, different programs being run by the college viz., Mentoring system, Remedial coaching classes, Women cell, grievance redressal cell, career counselling cell. IQAC has recommended that emphasis should be given for conducting workshops and classes for students preparing for competitive examination and UGC NET. The college is also in the process of getting grants for conducting these classes.

5.2 Efforts made by the institution for tracking the progression

It is a three stage process

1. Departmental Level:

The HOD reviews the past results and prepares a record. The result is compared with the past results and the current year result of the University. The department also prepares a summary of such students who have brought more than 75% in the subject concern. The HOD submits the brief summary to the Principal.

2. Administrative Level:

The Principal after reviewing the report suggest steps to remove deficiency, if any.

3. IQAC Level:

The Principal gets prepared a compiled report of college results highlighting the outperformance and also underperformance for remedial measures.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3859	385	-	-

(b) No. of students outside the state

134

(c) No. of international students

-

Men	No	%	Women	No	%
	1622	41.54%		2283	58.46%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2684	324	-	755	6	3769	2754	334	1	808	8	3905

Demand ratio 1:1.50 Dropout % 22.01%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

At present the college is running classes for such students who are preparing for the NET examination. These classes are being run for final year students of M.Sc. (Physics), M.Sc. (Maths), M.A. (Hindi), M.A. (Economics) and M.Com

No. of students beneficiaries

75

5.5 No. of students qualified in these examinations

NET	1	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

Seminars conducted in the session 2013-14: 20

No. of students benefitted

578

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	312	82	40

5.8 Details of gender sensitization programmes

Women Cell and Anti Sexual Harassment Cell conduct four workshops every year (two each).

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	232	2092119.00
Financial support from other sources	15	11400.00
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed

No

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

To impart knowledge to students using the best human wisdom and traits blended with modern skills so as to make them innovative and creative besides inculcating moral and social values in such a way that each one of them plays an important role in nation building and raising it to the acme.

Mission

Making accessible higher education at affordable cost, employing latest pedagogy supplemented by IT techniques with the active involvement of management, faculty and community.

6.2 Does the Institution has a management Information System

Yes

- Students Admissions data
- Students attendance, fine and internal assessment record
- Student enrolment record

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Each department submits required changes in the syllabi and same is forwarded to the Board of Studies of University departments.

6.3.2 Teaching and Learning

1. Continuous monitoring of results by the Principal
2. Special classes for slow learners
3. Special classes for bright students
4. Use of IT in delivering of lectures and presentations

6.3.3 Examination and Evaluation

HOD of each department ensures that assignments are properly evaluated with suggestions. Each faculty member has to conduct two class tests for each paper in each semester.

6.3.4 Research and Development

All the departments are given full liberty to allow faculty members to participate in National/ International Conference, workshop and each department has to organize one Workshop/ Conference in three years.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college regularly updates existing ICT, Library, admin office and Seminar room, Smart class room facilities as per the latest requirements

6.3.6 Human Resource Management

The college makes strenuous efforts to attract retain and nurture best faculty in each department. The college provides full opportunity to all faculty members to give their best in teaching by providing them all the latest ICT Tools. Besides there are also motivated to use their potential in research related activities.

6.3.7 Faculty and Staff recruitment

The college has two kinds of staff

1. Sanctioned Post:
To fulfil the vacancy against sanction post both in teaching and non teaching, a structured process is followed as per Haryana Government and MD University guidelines
2. Non Sanctioned Post:
The governing body of the college has constituted a recruitment cell to fulfil the vacant positions both in teaching and non teaching categories. The recruitment is done as per Govt. norms.

6.3.8 Industry Interaction / Collaboration

Department of Computer Science, Physics and Management regularly arrange industrial visits for the students and guest lectures by Industrial experts are also invited once in a month.

6.3.9 Admission of Students

At the start of the college, counselling desk is put up by the each department to give firsthand knowledge to admission seekers regarding opportunities in each course.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Provision of salary on 1st of every month, irrespective of grants-in-aid received from government • Provision of loan for house renovation/ vehicle / marriage
Non teaching	<ul style="list-style-type: none"> • Provision of salary on 1st of every month, irrespective of grants-in-aid received from government • Provision of loan for house renovation/ vehicle / marriage
Students	<ul style="list-style-type: none"> • Fee Concession • Sweater Distribution to the students of Weaker Section • Earn While You Learn Scheme • Provision of payment of fees in instalments to the needy students

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	IQAC
Administrative			Yes	IQAC

6.8 Does the University/ Autonomous College declare results within 30 days? NA

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

- Financial assistance to the students of EWS on the recommendation of the Principal
- Career and counselling workshop for final year students
- Gold medal to the first position holder in college belonging to commerce stream

6.12 Activities and support from the Parent – Teacher Association

A meeting is conducted in each semester to get feedback from parents and remedial measures are taken subsequently.

6.13 Development programmes for support staff

- Workshop on ICT for faculty members

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Tree plantation drive
- Rain Water harvesting
- installation of solar lights
- installation of n-computing to conserve/ preserve energy and to reduce e-waste

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

	Activity	Impact
1	Students giving PowerPoint presentations on a particular topic concerning the syllabus	<p>It develops competitive spirit among students and they give better presentations. Students taking keen interest in the topic and learning is more effective.</p> <p>Students are in position to prepare a particular topic in detail by taking feedback from presentation by other students.</p> <p>Those who miss the class due to some unavoidable reasons, they can learn in this presentation sessions as department maintains database for such presentations.</p>
2	Students' Performance Evaluation Index	<p>In this programme, the college office prepares each student's performance as compared his/her past results and a database is prepared. Those who outperformed, they are provided more assistance by concerned faculty so as to sustain the performance. Those who underperformed, they are paid special attention and special classes are arranged for them.</p>
3	The college has created a SLT (Synchronous Learning Technology) the campus so that lectures can be delivered using academic associations that can enable Live Education Delivery and Instructor-Student interaction. The college has done it in collaboration with NIIT.	<p>Students can learn more effectively by attending the lectures delivered in other institutions.</p> <p>It gives more exposure to the students by learning the latest changes. It develops keenness among students</p>
4	The college has setup three Smart Class Rooms in the campus. These rooms constitute smart interactive boards, projectors, Audio-visual technology and Internet to make teaching and learning more effective.	<p>Each department is given a time slots as per its requirements. Each faculty member is required to deliver atleast one lecture in a week in the smart class room by preparing a presentation. This makes the teaching more effective.</p>

5	Introduction of NLIST, OPAC and Open Access in Library	The computer section in all the three libraries situated in three wings are more effectively utilized by faculty members and students. The user can access any newspaper, journal, book using NLIST.
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7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

On the recommendations of IQAC, a number of programmes in academics, culture and sports were implemented through their inclusion in annual calendar.

Attached as Annexure 1(B).

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Celebration of birth anniversary of all great personality of India
- Mentoring System

(Annexure 2)

7.4 Contribution to environmental awareness / protection

Tree Plantation

Twice in a year, Tree plantation is done by the students of the college. A group of students are assigned duties to take care of saplings.

Eco Club

Eco club organizes workshops twice in a year to make students aware of various environmental issues.

Campaigning against use of Polythene bags

Students regularly organize processions to make the community aware of hazards related to polythene bags and to motivate them to use cotton bags or paper bags.

N-Computing

N-Computing has been introduced to reduce e-waste.

Installation of Solar Lights

Solar lights have been installed

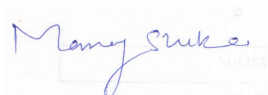
Rain Water Harvesting

Rain Water Harvesting has been installed in the campus and making optimum use of water.

7.5 Whether environmental audit was conducted? Yes No

8. Plans of institution for next year

- To introduce new UG and honors courses as per market requirements
- To introduce PG courses in Chemistry
- To increase students intake in UG and PG classes
- To construct new class rooms
- to modernize the Physics and Computer labs
- Construction of new Chemistry lab
- Completion of Shooting Range in Wing-II
- Creation of new smart class rooms



Manoj Shukla

Signature of the Coordinator, IQAC



Krishan Kant

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure 1(A)
Action Taken Report

IQAC Meeting on 13-07-2013

Item No.	Agenda Item	Resolution	Action Taken Report
6.3.1	Visit to the campus Wing-II to invite suggestions regarding improvement	The infrastructure needs up gradation including repairs in the building and whitewash, flooring and wall tiling in the boys' and girls' washrooms on the ground floor, exhaust fans in the washrooms, grills on the exhaust fans, fire extinguishers in chemistry lab, glass work in the building and air conditioners in the library, computer lab-II and physics office.	Face-lifting of infrastructure in Wing-II has been started. White Wash and minor repairs will be taken up after the rainy session. Work on AC fitting in library, Wi-Fi and surveillance camera fitting is nearing completion.
6.3.2	Augmentation of sports activities in the college	Report on the existing sports activities, facilities and possibilities to be taken from the convener sports committee and to be tabled in the next IQAC meeting. It is further resolved that to promote sports in the college three games should be started for inter class competitions.	Report of the convener of sports committee is enclosed at Annexure -1
6.3.3	Faculty Development Programme	A Ten Day ICT training programme for faculty will be held in May/June 2013.	ICT training programme for the faculty was held in all the three wings of the college from 11.05.13 to 24.05.13 with satisfactory results.
6.3.4	Use of ICT in teaching learning process	The ICT equipped faculty will use the ICT in teaching to make the teaching learning process more effective and interesting. It will also help them in enriching themselves in their field of teaching learning.	The faculty has been requested to use ICT from the session 2013-14 in a big way for the benefit of the students and in their own enrichment process.
6.3.5	Extra classes for the weak students /late/ slow learners	Weak/late/slow learners will be identified by the teacher concerned. The HODs will arrange for the extra classes w.e.f. August 2013 for such students in consultation with the time table committee	The HODs and Time Table committee are taking care of such students. Extra classes for such students will commence w.e.f. 2013-14.

AQAR (2013-14)

6.3.6	Promotion of Research activities and proposal for workshops/conferences / seminars during 2013-14.	Request for one minor /major research project (MRP) proposal to the concerned funding authority is mandatory from every department during this FYP i.e.2012-2017. All the HODs are requested to submit the same by 15 th July 2013.	All the HODs have been requested to submit one MRP proposal to the concerned funding agencies for FYP 2012-17 by 15 th July 2013.
6.4	With the permission of the chair: Regarding two more community extension programmes	It is resolved that in addition to existing community extension programmes run by the college, two more programmes should be organized with emphasis on following issues: <ol style="list-style-type: none"> 1. Literacy campaign in nearby slum areas 2. Holding rallies for spreading message against female feticide/use of polythene bags 	The NSS POs in all three wings will take up these initiatives in a big way: <ol style="list-style-type: none"> 1. Literacy campaign in nearby slum area 2. Holding rallies for spreading message against female foeticide/use of polythene bags

Annexure 1(B)
Academic Calendar 2013-14

July 2013	
1.	Commencing of Sale of Prospectus for Admissions to various programmes
2.	I Admission Merit List on the basis of marks in Qualifying Examination
3.	II Admission Merit List
4.	III Admission Merit List
5.	IQAC Meeting
August 2013	
1.	Commencement of Teaching
2.	Induction Ceremony for Freshers (College Bag with KIT and ID Cards)
3.	Notice for Registration for Enrolment in NSS in three units separately
4.	First Assignment to all classes
5.	Celebration of Independence Day
6.	Talent Hunt for Cultural Programmes and other extra Curricular Activities
7.	One Activity by Each department (Declamation, Quiz, poetic recitation, painting, etc.)
8.	One Guest Lecture by Each Department
9.	Notice for Participation in Different Games by Sports Department
10.	Meeting of Admission Grievance Committee (if any)
September 2013	
1.	Celebration of Hindi Day
2.	Blood Donation Camp
3.	First Class Test by each department
4.	Teachers Day Celebration
5.	Preservation of Ozone Layer (Environmental Day)
6.	Display of Class Test award along with attendance
October 2013	
1.	Remedial Coaching Classes
2.	Inter College Events
3.	Inter Class Sports Tournament
4.	Second Assignment to Each Class
5.	Online Feedback from Students
6.	Industrial Visits by Industrial Visits by Department of Management and Sciences
November 2013	
1.	Second Class Test by Each department
2.	Display of Internal Assessment Awards
3.	Meeting with Stakeholders (Parents, Alumni and Local Representatives)
4.	Request for Condone of Lecture by the Principal
5.	Display of Attendance of Students

December 2013	
1.	Annual Examinations
2.	Notice for Educational Tour
3.	IQAC Meeting
4.	WINTER BREAK
January 2014	
1.	NSS Camp
2.	Blood Donation Camp
3.	First Assignment to Each Class
4.	Remedial Coaching Classes
5.	IQAC Meeting
6.	Celebration of Republic Day
7.	Intra Wing Sports Event
8.	Library Orientation Programme
February 2014	
1.	Guest Lecture by Each Department
2.	First Class test by each department
3.	Annual Athletic Meet-2014*
4.	Celebration of Science Day
5.	Display of Attendance of Students
March 2014	
1.	Convocation Function-2014*
2.	Annual Prize Distribution Function*
3.	Second Assignment to Each Class
4.	Display of Awards of Class Test
5.	Inter College Sports Event
6.	Industrial Visits by Department of Management and Sciences
April 2014	
1.	Second Class test by each department
2.	Inter College Quiz Competition
3.	Display of Class Test Awards
4.	Display of Attendance of each class
5.	Request for Condone of Lecture by the Principal
May-June 2014	
1.	Annual Examinations
2.	Summer Vacations

Annexure 2

Best Practice of the institution (7.3)

Best Practice 1

1. Title of the Practice

Celebration of birth anniversaries of all great personality of India

2. The context that required the initiation of the practice

The college celebrates birth anniversaries of Vivekanand, Mahatma Gandhi, Pt. Jawahar Lal Nehru, Sardar Patel, Maharaja Agrasain, Dr. S. Rangahathan, Dr. B.R. Ambedkar and Ravinder Nath Tagore.

3. Objectives of the practice

The objective of celebrating these anniversaries is to imbibe the teaching of these great personalities in order to impart value oriented education to students. Students are encouraged to spread the message of peace, harmony and love among masses through their teaching practice.

4. The Practice

The college annual calendar mentions the dates of celebrations. Each fora is given responsibility to organize these anniversaries. The convenor along with his team motivate the students to take part in declamation contest, poetic recitation, on-the spot painting, slogan writing which reflect their message. Those students who excel in such events are awarded on Annual Prize Distribution Function. Resource persons, eminent personalities and social workers are also invited to deliver lectures in these events.

5. Obstacles faced if any and strategies adopted to overcome them

The main challenge is to organize these events is to organize these in limited time period without any unfavourable effect on teaching schedule. Besides, the teachers have to make efforts to encourage students to participate in such events.

6. Impact of the Practice

Students are highly motivated by learning the virtue of great personality of our country. They realize that men and women of wisdom and courage can contribute a lot in building a society where value driven knowledge plays an important role in improving the well being of the masses. Not only that the students of history and political science enrich the knowledge in their respective subjects because all these great personalities are thoroughly read in their syllabi.

7. Resources Required

The governing body of the college has make in provision in budget for arranging resources for arranging these events.

Best Practice 2

1. Title of the Practice
Mentoring System

2. The context that required the initiation of the practice

It is very necessary that the students, who enter in college in first year, are properly guided. Students' performance in academics is influenced by various factors which may not be in his/ her control. In order to provide proper guidance and to listen to their grievances in time mentoring system has been develop so that teacher and student develop a flawless and smooth communication for making teaching learning process effective and efficient.

3. Objectives of the practice

The objective of mentoring system in the college is to increase interaction between student and teacher, so that any flaw in teaching learning process is detected and removed in time so that student performance does not suffer. Besides mentor also looks into potential of students in co-curricular activities and they are motivated to join such activities so as to promote their holistic growth.

4. The Practice

The college has a mentoring system to develop communication channels between administration and student and their parents. Each mentor keeps a complete database of students. There is a mentor for 40 students in a class. The mentor remains in touch with the students regularly. The college timetable has allocated one period of mentoring where the mentors try to resolve their problems and grievances at their level or bring the same to the notice of the authority. Mentors also provide academic advice to the students. Students, who do not perform well in the class test and their attendance record is also erratic, are referred to mentors. The mentor tries to find out the causes of underperformance and parents may also be consulted if there is a need.

5. Obstacles faced if any and strategies adopted to overcome them

It has been observed by mentors that in the beginning students usually do not open up and express their grievances in time for the concerned authorities to take action.

6. Impact of the Practice

Since the implementation of this practice, the teacher student relations have cordial and feeling of oneness. A number of students gave the feedback that mentors not only helps in improving the academic performing but also expose them in various career opportunities after knowing their potential and taste.

7. Resources Required

This practice does not require any resources because each teacher is allotted mentoring class within his/ her scheduled time slots.